



INSTITUTE OF ENGINEERING & MANAGEMENT

NOTICE

Date: 15/11/2022

Subject: ON-LINE i) Filling up of Examination form and ii) Payment of Examination fees (Odd Semester: *1st semester Examinations, Regular 2022* for MBA students all streams, *3rd semester Examinations, Regular 2022* for B.Tech. all streams, BBA all streams, BCA, MBA all streams, MCA, MSc., M.Tech. (CSE, ECE) students, *5th semester Examinations, Regular 2022* for B.Tech. all streams, BBA, BCA, students, *7th semester Examinations, Regular 2022* for B.Tech all streams students) and (Backlog Examinations, 2022 for all streams under autonomy except B.Tech, M.Tech, MCA 1st year students).

All the concerned students are advised to follow instructions related to the above matters:

Step 1: Login to your IEMCRP account using your **Enrolment number** and **password**.

Step 2: From module list please select number **12** option, “**Exam Form**”.

Step 3: Select semester for which you are filling up form. Then click “**Next**”.

Step 4: Click on “**Proceed to Pay**”.

Step 5: After completion of your payment, you will get money receipt from option 4, “**Payment Details**”.

Note 1: After completion of your payment if bill is not generated, then email your problem to iem.coe@iemcal.com & madhab.samanta@iemcal.com with following details-

- I. Enrollment Number**
- II. Stream**
- III. Total amount paid**
- IV. Date of payment**
- V. Transaction id.**
- VI. Payment through (E.g. Debit card / Credit card / Net banking, etc.)**
- VII. Student Contact Details (Active Phone Number)**
- VIII. Screenshot of Transaction**

Note 2: If any student has paid examination fees along with their semester fees, then email your transaction details along with a scanned copy of your money receipt to iem.coe@iemcal.com & madhab.samanta@iemcal.com with following details-



INSTITUTE OF ENGINEERING & MANAGEMENT

- I. Enrollment Number*
- II. Stream*
- III. Total amount paid*
- IV. Date of payment*
- V. Transaction id.*
- VI. Payment through (E.g. Debit card / Credit card / Net banking, etc.)*
- VII. Student Contact Details (Active Phone Number)*

Screenshot of Transaction

Schedule of filling up form and Payment of Examination Fees:

Item	Period	Payment of Fees (in Rs.)	
		Regular	Backlog
Filling up Examination form and Payment of fees	15th November, 2022 to 21st November , 2022	1200/-	1000/-

Payment must be done through IEMCRP. No offline payment shall be entertained.

Debika Bhattacharyya

Prof. Dr. Debika Bhattacharyya
Controller of Examinations,
Institute of Engineering & Management, Kolkata.